

Records - 2
RETURN TO
RECORDS MANAGEMENT DIVISION

Director of Training

28 May 1956

Chief, Management Staff

Records Disposition Program

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1. Attached is the Records Control Schedule prepared by [redacted] of the Records Management Staff. This schedule provides for the orderly retirement, destruction and preservation of the records holdings of the Office of Training.

2. I'm quite sure that you will be interested in the following significant facts which were derived from the records inventory:

a. There are 5,643 cubic feet of records maintained by OTR in 1,132 pieces of filing equipment valued at \$151,610.

b. 5.8 of all your records have permanent value.

c. 36.0 of your records consist of library material and

d. 58.2 of your records are temporary.

3. The initial application of the Records Control Schedule will permit the elimination of 629 cubic feet of inactive records in the calendar year 1956 through transfer to the Records Center or by destruction. This will provide an estimated savings of \$23,492 representing the replacement value of filing equipment released. During 1957 and each year thereafter, it is estimated that 489 cubic feet of records with an estimated replacement value of \$18,000 in filing equipment can also be transferred to the Records Center or destroyed in the current office space. These are significant savings which, I am sure, you will be glad to see accomplished by the complete application of your records disposition program.

4. In addition to the records disposition plan, there are several general recommendations pertinent to the success of your overall Records Management Program which, I believe you should consider. They are outlined in the attached survey report.

5. The splendid cooperation rendered by all members of your organization made it possible to develop an effective Records Control Schedule that should be of assistance in the management of an important part of the Agency's records. I consider this a

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significant accomplishment and particularly want to commend Mr. [REDACTED] for his valuable assistance in the development of the schedule and his initiative in adapting the Agency Filing Manual to the records of your office.

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Attachment

25X1A9a MgtS/RMS/[REDACTED]pat (5/25/56)

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ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENTS